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ED-5-5271

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MAY 2 1954

MEMORANDUM FOR: Chairman, CIA Career Service Board

THROUGH : Executive Secretary, CIA Career Service Board

SUBJECT : Request for Career Development Slot -  
[REDACTED]

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1. It is requested that subject employee be assigned to a Career Development Slot from 1 July 1954 to 1 July 1956.

2. The following information is offered to support the request:

a. During the period in question [REDACTED] will receive the following rotation training within the Agency:

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<u>Time</u>	<u>Location</u>
6 Months	Office of Personnel (preferably the Placement and Utilization Division)
6 Months	Coordination and Requirements Staff, Logistics Office
6 Months	Operations and Liaison Branch, Finance Division, Office of the Comptroller
6 Months	DD/P Administration Staff

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b. Upon the completion of this rotation training, [REDACTED] will be assigned to an Administrative Officer position, probably overseas, in the DD/P organization. The purpose of the training, therefore, is to increase his general administrative competence, to give him additional specialized knowledge of the logistics, personnel and finance functions of the Agency, and to prepare him for the administrative activities which are peculiar to the Clandestine Services.

c. The proposed training for [REDACTED] was recommended to me by the DD/A Career Service Board. It was the feeling of this group that [REDACTED] has great potential ability and should be carefully developed to assume increasingly more responsible positions in the administrative support of intelligence activities. It is believed that this training will further his career development and enhance his immediate and long-range value to the Agency.

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 By: [REDACTED]

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d. It is planned that [REDACTED] will serve at least six months in each of the offices involved, in order that he may work productively for each office at the same time as he is learning.

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e. A summary description of [REDACTED] qualifications and experience is attached (Tab A). [REDACTED] definitely plans to make his career with the Agency.

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3. Additional information to support this proposal will be provided upon request.

15/

L. K. WHITE  
Acting Deputy Director  
(Administration)

CONCUR:

\_\_\_\_\_  
Director of Training

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Director for Personnel

\_\_\_\_\_  
Date

APPROVE:

\_\_\_\_\_  
Chairman, CIA Career Service  
Board

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ES/DDA/CSB:DST:hh (5 May 54)

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